

MEMBER DEVELOPMENT COMMISSION**HELD: 4 APRIL 2007**

Start: 6.30pm

Finish: 8.30pm

Councillors: O'Toole (Chairman)
Bailey (Vice Chairman)

Dereli
Hanlon
Swiffen

In attendance:

Councillor Kay

Officers: ICT and eGovernment Manager
Training and Human Resources Officer
Senior Member Services Officer (CAJ)**28. APOLOGIES**

Apologies for absence were submitted on behalf of Councillors Collinson, W G Roberts and the Human Resource Manager.

29. SUBSTITUTIONS (IF ANY)

There were no substitutions.

30. DECLARATIONS OF INTEREST

There were no declarations of interest.

31. NOTES OF THE PREVIOUS MEETING AND MATTERS ARISING

Members considered the notes of the meeting of the Member Development Commission held on 26 October 2006.

In considering the notes comments/observations noted in discussion included reference to:

- Recent Member Training
- Member attendance at organised Training Sessions
- Member Induction

AGREED: (A) That the notes of the meeting held on 26 October 2006 be agreed.

(B) That it be noted that there should be an expectation by Members to attend organised training sessions.

That follow-up feedback, in respect of the Member induction, be sought from those Members who were new to the Council in May 2006.

ACTION: (C) *Senior Member Services Officer (CAJ)*

32. PROJECT PLAN

Members considered the revised Project Plan as circulated and contained on pages 75 to 78 of the Book of Reports and noted the minor additional amendments to that Plan.

AGREED: (A) That the revised Project Plan be confirmed.

33. MEMBER DEVELOPMENT - FEEDBACK FROM THE GROUPS

The Chairman confirmed that Member Development was now an item on the Conservative Group Meetings' agenda. Confirmation was also sought from the Labour Group regarding featuring Member Development at the Group meetings.

AGREED: (A) That an item on Member Development be featured on the Group Meetings' agendas.

ACTION: (A) *Member Development Group Representatives*

34. ITEM REFERRED FROM THE OVERVIEW AND SCRUTINY COMMITTEE

It was reported that at a meeting of the Overview and Scrutiny Committee held on 1 February 2007 it was resolved that this Commission be asked to consider the feasibility of conducting a member training session on Budget Scrutiny.

Feedback on behalf of the Executive Manager Financial Services (EMFS) on this item was provided. The training options suggested included:

- One-to-one liaison with EMFS on a specific financial/budget issue.
- The provision of "in-house" training seminar facilitated by the EMFS.

As an additional resource tool, the EMFS also referred Members to the "Councillors Guide to Local Government Finance", published by the Chartered Institute of Public Finance and Accountancy (CIPFA).

Comments/observations noted in discussion included reference to:

- Timing of training
- Topics for budget/finance training as part of the scrutiny function.
- General Local Government Financial processes

It was concluded that in-house financial training, as a starting point, would be beneficial to Members, preferably run over two sessions and topics put forwarded included "An understanding of the processes of funding allocation and streams of funding" and "An understanding of the Council's budget allocation".

- AGREED:**
- (A) That the EMFS be requested to provide “in-house” financial training in the next municipal year.
 - (B) That the Group Member Development Representatives ascertain the level of interest within their Groups of participating in organised financial training.
 - (C) That a copy of the publication “Councillors Guide to Local Government Finance” be placed in the Members’ Library.

- ACTION:**
- (A) & (C) *Executive Manager Financial Services*
 - (B) *Group Member Development Representatives*

35. ICT TRAINING FOR MEMBERS

The ICT and e-Government Manager updated the Commission on ICT training for Members of the Council, particularly in respect of the Microsoft Publisher training raised at a previous meeting of the Commission.

Comments/observations noted in discussion included reference to:

- ICT Member training and take-up of training
- Web-site developments
- Proposed links to other web-sites
- Microsoft Publisher

In considering the benefits of pursuing Microsoft Publisher training, the resource implications, merits and uses were assessed and it was concluded that there was no need at this time to offer this type of training.

AGREED: That the update be noted.

36. MEMBER DEVELOPMENT NETWORK MEETING

The Senior Member Services Officer updated the Commission in respect of the meeting of the Network Group held on 13 March 2007.

Comments/observations noted in discussion included reference to:

- Member Induction Process
- Role Descriptions for Elected Members
- Regional Elected Member Development Gateway
- Evaluating Training Needs Initiative

AGREED: That the update be noted.

37. ITN EXERCISE

The Training and Human Resources Officers updated Members on progress in respect of the Identification of Training Needs (ITN) Exercise. A brief presentation was made on the resource developed by the Member Training Officer at Preston City Council to assist in the identification and evaluation of Members' training needs.

Comments/observations noted in discussion included reference to:

- Scheduling of the ITN Exercise
- The application of the demonstrated resource
- Members' Handbook

- AGREED:**
- (A) That an ITN Exercise be undertaken.
 - (B) That ITN sessions be arranged, commencing after the May elections, and details be circulated to Members.
 - (C) That the ITN resource demonstrated be developed.

ACTION: *Training and Human Resources Officer*

38. DATE OF NEXT MEETING

To be arranged in consultation with the Chairman.